



# RIGHT-OF-WAY PERMIT SUBMITTAL CHECKLIST

## Planning & Community Development Public Works

The following information is typically needed in order to submit an application for review. Depending on the scope of work, some items may not apply or may be combined. If you have a question on required items, please call (206) 801-2500 or stop by our office. Read each item carefully and provide all applicable information.

- ☐ **City of Shoreline Right-of-Way Permit Application** include:
  - Timeframe for use of the right-of-way.
  - Estimated cost of construction.
- ☐ **Site Plans – two (2) full size copies** drawn to an engineering scale, such as 1" = 20'. The site plan is a graphical representation of your total proposal as seen from above. Drawings prepared by a licensed civil engineer will be required for projects which include curb, gutter, sidewalk, street widening and storm drainage systems. Additional plans may be required for underground utilities such as water, sewer, and electrical.
  - Name, address, and phone number of the person who prepared the drawing.
  - Graphic scale and north arrow.
  - Location of existing and proposed streets, easements, driveways, and utilities. Include driveways on adjacent property and adjacent streets.
  - Location of existing and proposed street lighting, power, gas, telecommunications, paving, drainage or any other utility improvements, where applicable.
  - Specific cross section(s) of the street, showing all dimensions from centerline to proposed improvements above and below ground.
  - Details and dimensions of all trenches. Show the number, type and location of each conduit or pipe.
  - Include all other details, which describe the project.
  - Location of all proposed and existing water mains, valves and fire hydrants.
  - Frontage improvements for curb, gutter, sidewalk, access drive, drainage facilities and street trees
  - Existing drainage facilities.

- ☐ **Proof of License, Bonding and/or Insurance.** For any work in the public right-of-way public liability insurance is required. All contractors not working for a franchised utility company and/or individuals must provide a certificate of liability insurance naming the City of Shoreline as additional insured.
- ☐ **Traffic Control Plan:** Is required for all permit applications with work sites on arterial roads, significant scopes of work, or where the drivable surface is less than 22'. Submit **two (2) copies**, if applicable.

### Additional required information as applicable:

- ☐ **Civil Engineering Plans – two (2) copies may be included on the site plan** drawn to engineering scale (See *Development Review Checklist*).

### Grading

- Clearing limits and trees to be removed/retained.
- Existing contours at 2' intervals on site and 5' contours extending 100' from property.
- Proposed contours at 2' intervals; shown in darker line than existing contours.
- At least two cross-sections, one in each direction, showing existing and proposed contours, horizontal and vertical scales, past excavation, filled or cleared areas (indicate depth of cut/fill).
- Quantity of excavation and fill (in cubic yards).
- Quantity of surplus or unsuitable excavation materials to be exported from the site.
- Quantity of material to be imported to the site.
- Proposed disposal site with anticipated haul routes.

### Erosion Control

- Silt fencing, catch basin protection, construction entrance, and temporary sediment ponds.
- All construction details and notes associated with each erosion control method.

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The Development Code (Title 20) is located at [mrsc.org](http://mrsc.org)

### **Drainage and Paving**

- Plan view of drainage system and associated paving Details of all structures and drainage facilities including catch basins, flow control devices, water quality, and infiltration facilities.
- Profiles of drainage system and roadway improvements.

### **Utilities**

- Locations of all existing and proposed utilities including water, sewer, gas, electric, and telecommunications.

### **Documents**

- Drainage review documents as required by the *Department of Ecology Stormwater Management Manual for Western Washington*.
  - Geo-technical or soils report.
- ☐ **Construction Drawings – two (2) copies** drawn to an architectural scale (e.g. 1/4" = 1'). If structures are to be located within the right-of-way.
- ☐ **Submittal Fee:** Based on an hourly rate. (Minimum fee = \$145.00). See handout titled *City of Shoreline Permit Fees*.

**NOTE:** Applications for Right-of-Way permits are required to be submitted in conjunction with all new construction for the installation of driveways. The Right-of-Way permit may also include any frontage improvements or drainage systems located in the public Right-of-Way. Before permits can be issued additional information may be required including an erosions and sedimentation control plan. Other agency approval may be necessary. All permits for utility extensions or connections in the Right-of-Way must have approval of the appropriate utility.

**Please be sure that all drawings are clear and information is legible. Number each page consecutively and staple them together with the site plan as your first sheet. No pencil drawings will be accepted. Applications may not be accepted after 4:00 pm.**

City of Shoreline applications and submittal checklists may be downloaded from our website [www.shorelinewa.gov](http://www.shorelinewa.gov) under "Popular Links" select "Permits".